The Men Employees selected for the above camp <u>will have to avail their</u> <u>own leave</u> and have to incur 40% of the total cost (Rs. 52,609/- approx.) which is amounting to Rs. 21,000/-. Amount once paid is not refundable under any circumstances. The controlling officers are advised to sanction leave to an employee when selected for the camp. Selected employees have to avail their own pass to reach Chennai before the camp and back to their working station after the camp.

1. The employees who are willing to attend the men's camp should submit their application in the prescribed format as available in the web portal <a href="https://www.srhqpb.in">www.srhqpb.in</a>.

#### 2. The guideline to fill up the application are as follows:

- a. The notification calling for application from the eligible candidates will be uploaded in the web portal www.srhqpb.in. duly indicating the opening date 21.09.2022 and closing date 30.09.2022 for applying. The link for the web portal is available under the link Personnel Department section of the Southern Railway internet website and also in Railnet website of Southern Railway.
- b. The detailed instructions for applying 'on line' will also be available in the web portal. The employees will have to click on the appropriate link in the portal. The link will lead to a application format in which the candidate needs to fill up the required particulars.
- c. The application has to be filled up carefully and after the candidate is satisfied that all the particulars have been correctly filled up, the same should be downloaded from the portal in PDF format and a printout of the same should be taken.
- d. In the printout, the photograph of the employee should be affixed in the space provided and after affixing the photograph, the employee should get the forwarding by the controlling supervisor/official, in the space provided in the application
- e. The completed application along with the declaration (Annexure-I, If employee is suffering from Chronic Diseases), duly approved for forwarding by the controlling supervisor/official should be scanned and uploaded in the portal in PDF format by the employee before 30.09.2022.
- f. Once the scanned PDF is submitted, the employee has to click on the "SUBMIT" button and submit the application.
- g. Once the scanned copy of the application is submitted, the employee will not be able to make any changes in the application already submitted.

The portal to upload the applications will be closed at 17.00 hrs. on 30.09.2022 and no further correspondence in this connection will be entertained. If notified number of applications are not received from any Unit, the slot will be utilized for other unit

## (Declaration for Employees suffering from Chronic Diseases)

1	(Name),	(PF
No.), working as	(Designation) in	the Office/Station
of the		e,
l am taking treatment/med	licine for the following Chronic disease	e(s). (No. of years
to be specified).	•	
1. Hypertension (BP)		
2. Diabetes (Sugar)		
3. Thyroid		
4. Ischemic heart Disease (He	eart Problem)	
5. Epilepsy	•	
6. Others (Specify)		
	Holiday Camp at my own risk and re lical expenses arising out of my healti	
Date	Signature of	of the employee

# CSBF- Employee's Camp – 2021-2022 at Andaman Nicobar Island (Exclusively for Men)

#### Guidelines for the employees to fill up the online application

- 1. The online application for Men's Holiday camp at Andaman/Nicobar island is available at <a href="www.srhqpb.in">www.srhqpb.in</a> from 21.09.2022 to 30.09.2022. The link for the web portal is available under the link Personnel Department section of the Southern Railway internet website and also in Railnet website of Southern Railway.
- 2. The detailed instructions for applying 'on line' is also available in the web portal.

#### Steps for filling on line Application form

i. Employees has to Click on "Apply here" for 'Registering' their application online.



#### ii. Basic Details:

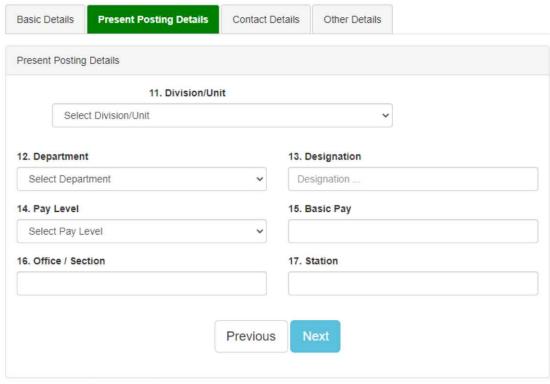
### Application form for Mens Camp

1. IPAS Employee No. (11-digit)	2. HRMS ID
3. Name of the Employee	4. Father Name
5. Date of Birth	6. Date of Appointment
tid-mim-yyyy 🖾	dd-mm-yyyy
7. Date of Retirement	8. Gender
dd-mm-yyyy	Male
9. AADHAAR No (To be uploaded with Application)	10. Blood Group
	Select Blood Group

Employees has to fill up his "Basic Details" in this. It is mandatory and hence all the columns are needs to be filled. On filling up the details press "Next". A popup window will display the details as entered by the employee. Click on close to proceed to next tab - "Present Posting Details"

#### iii. Present Posting Details:

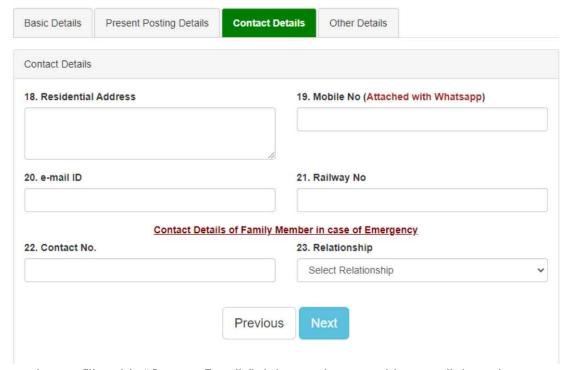
## Application form for Mens Camp



Employees has to fill up his "Present Posting Details". It is mandatory and hence all the columns are needs to be filled. On filling up the Present Posting details press "Next". A pop-up window will display the details as entered by the employee. Click on close to proceed to next tab - "Contact Details"

#### iv. Contact Details:

## Application form for Mens Camp



Employees has to fill up his "Contact Details". It is mandatory and hence all the columns are needs to be filled. On filling up the Contact details press "Next". A pop-up window

will display the details as entered by the employee. Click on close to proceed to next tab - "Other Details"

#### v. Other Details:

## Application form for Mens Camp

cally Fit for attending Ca	mp	OF Whather Cuffering from Chronic Dis-
cally Fit for attending Ca	mp	CE Whathay Cuffaring from Chronic Dic
		25. Whether Suffering from Chronic Diseases. If Yes. Kindly Upload the Annexure-I along with this Application.
		○ Yes   No
	and the second second	are true to the best of my knowledge and if any n up under D&A Rules .
Prev	ious Rec	gister Reset
	the Year and Place belo re that the details furnisher found to be false in future	found to be false in future, I shall be taken

Employees has to fill up his "Other Details". It is mandatory and hence all the columns are needs to be filled. In case if the employee select "Yes" for "25. Whether Suffering from Chronic Diseases." Then he has to download the "Annexure-I" by pressing the "Annexure-I" link or from the "Instructions to applicants" which has to filled and signed by the employee. The same is required to be uploaded along with this Application.

In case if employee selects "Yes" for 26. Whether participated in previous camp or not. If 'Yes' then "27. Year of Camp", and "28. Place of Camp Previously Participated" has to be filled.

# Application form for Mens Camp

24. Whether Me	edically Fit for attending Camp	25. Whether Suffering from Chronic Diseases. If Yes. Kindly Upload the Annexure-I along with this Application.
		○ Yes   No
COLUMN TO THE CO	rticipated in previous camp or ned the Year and Place below	ot.
If 'Yes' mention	ned the Year and Place below	ot.  28. Place of Camp Previously Participated
If 'Yes' mention	ned the Year and Place below	
If 'Yes' mention	ned the Year and Place below	

Employees has to check the declaration option and pressing "Register" button, will proceed to "Click here to download Application" Screen



Your application for Men's Holiday Camp 2022 is successfully registered and your Application Number is "CM22001xxxxx".

3. The application has to be downloaded from the portal either by "Click here to download Application" Screen after pressing "Register" button

Or

by selecting "View application" menu on the left



A printout of the same should be taken.

- 4. In the "Printed Application" after signing, paste the Passport size photograph in the space provided duly attested by the "Supervisor".
- 5. Please get the application forwarded by the Supervisor & Controlling official, in the space provided in the application.
- 6. The status of the application can be viewed any time by clicking on the click here option under "Check Application Status"



On pressing the same you will be prompted to enter "Application No: & DOB" or "IPAS No: & DOB" combination to log in.



7. Once you enter the required details you will be allowed to login to verify the status of your application.



- 8. Then the completed application along with the :
  - i. Self-attested copy of Aadhaar and
  - ii. Annexure-I, if employee is suffering from Chronic Diseases

should be scanned and uploaded by in the portal in PDF format as a single file by the employee before 30.09.2022, by selecting "Uploading of Application" menu option on the left.



Please click on the "Choose File" button and in the popup window, select the scanned PDF file (Application + Aadhaar + Annexure (If applicable)). Then fill up the remarks field and press "Submit" button.

9. Once the application is submitted, the status of the application is changed from "Application Registered" to "Submitted with Forwarding of Supervisor". This can be seen from the employee "Dashboard" itself.



- 10. Willing employees should follow the Guidelines and must ensure that all the particulars have been filled up completely and correctly.
- 11. The portal to upload the applications by the employees will be closed at 17.00 hrs on 30.09.2022 and no further correspondence in this connection will be entertained.
- 12. The employees selected for this camp will have to avail their own leave. Own Pass for reaching Chennai and back and incur 40% of the total cost (Rs. 52,609/- approx.) which is amounting to Rs. 21,000/-